



# How to Make Statutory License Royalty Payments Using Pay.gov

A Tutorial

The U.S. Copyright Office is responsible for administering the statutory licenses for secondary transmissions of radio and television programs by cable and satellite systems and for importing, manufacturing, and distributing digital audio recording devices or media by digital audio recording technology (DART) manufacturers and importers. To comply with copyright statutory license requirements, cable systems, satellite carriers, and DART manufacturers and importers must file statements of account with the Copyright Office and pay royalty fees using an electronic funds transfer (EFT). Cable systems and satellite carriers are also required to pay a filing fee.

Remitters may use the U.S. Treasury Department's Pay.gov system to submit EFT payments. Using Pay.gov benefits both remitters and the Copyright Office. It ensures that the Office can receive, reconcile, and post payments in the same transaction. It also provides remitters with the convenience of using a credit or debit card as a form of payment. Most importantly, using Pay.gov eliminates the need for remitters to separately complete the remittance advice form. Instead, remitters provide the remittance advice form through Pay.gov at the same time they submit payments.

This tutorial complements **Circular 74**, which details the Pay.gov payment submission process.

## Using Pay.gov requires remitters to complete the following steps:

1. All remitters must complete a Pay.gov form designed for the specific royalty type (cable, satellite, or DART). Once completed, this form is sent automatically to the Office's Licensing Division. Remitters are also required to attach a printout of the completed Pay.gov form and remittance advice form to corresponding statements of account submitted to the Office.
2. The cable system Pay.gov form requires remitters to fill in summary information by accounting year and period for all submitted statements of account. Cable remitters must also complete and upload a remittance advice form using the appropriate Excel spreadsheet template provided by the Office on the Pay.gov form, which asks for detailed information to allow the Copyright Office to link payments to the corresponding statements of account.
3. All remitters must submit payment for royalties and filing fees, as applicable, through an Automated Clearing House (ACH) transfer, debit card, or credit card.

# Before You Begin

Retrieve your system identification number, which is a unique number assigned by the Licensing Division, to complete the EFT process.

- If you are a first-time remitter, you may use 00000 or 99999 as the system identification number in the ID Number field during the EFT process; upon receipt of the statement(s) of account, the Licensing Division will assign the identification number(s).
- Cable system remitters can find their system identification number by visiting the **Search LDS database** and searching by their company's legal name or first community.
- If you need additional assistance, contact the Licensing Division at **licensing@copyright.gov** or (202) 707-8150.

Contact your bank to determine if your account will accept an ACH debit or credit. The Federal Reserve Bank of Cleveland, 1455 East 6th St., Cleveland, OH, 44114, processes Pay.gov funds. Some banks require this information.

Refer to **Circular 76** for current filing fees for cable and satellite statements of account.



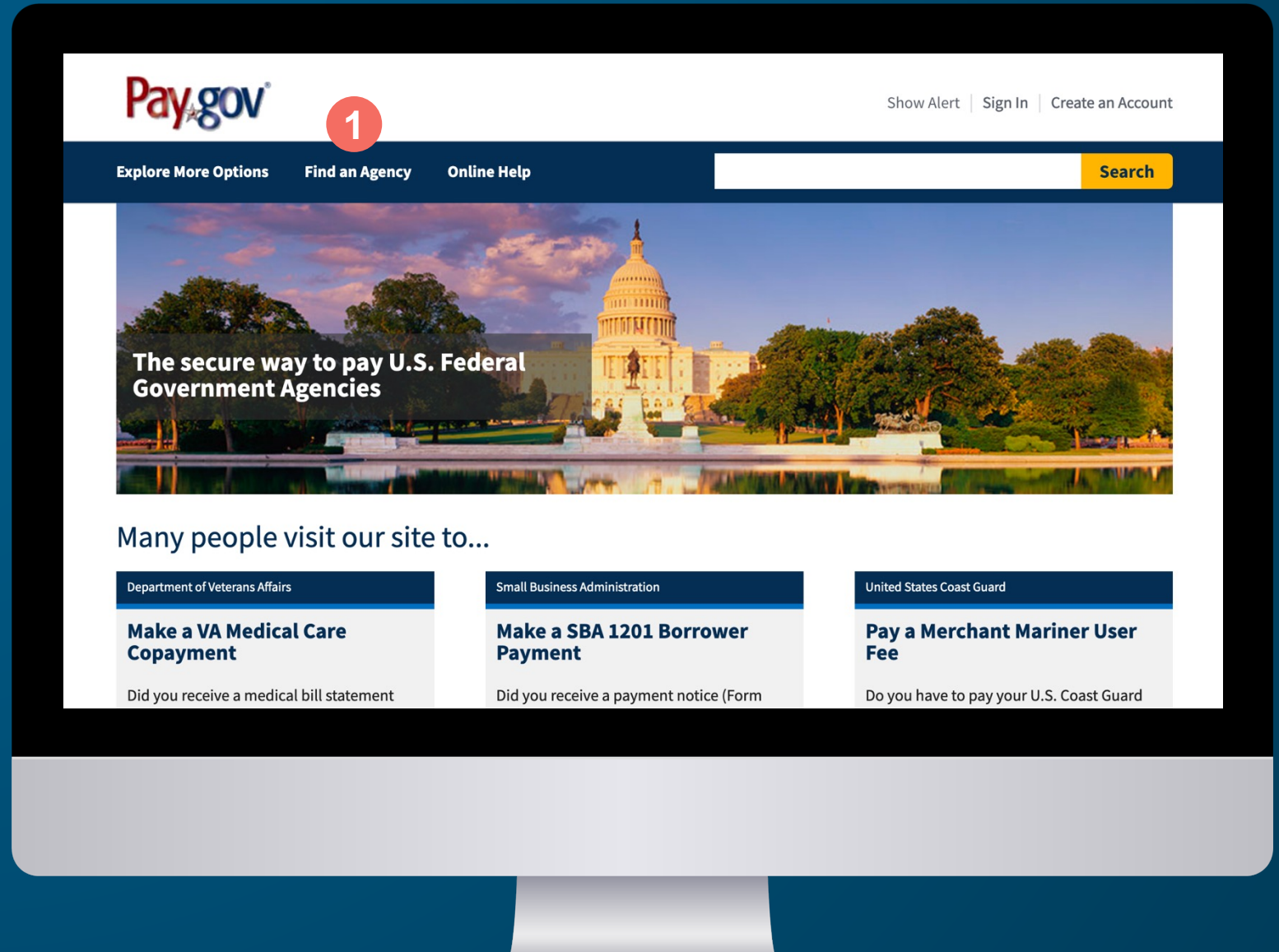
# COMPLETING THE EFT PROCESS USING PAY.GOV



To begin the EFT process, remitters need to select the Pay.gov form that corresponds to their type of royalty payment (cable, satellite, or DART) and the payment method.

Go to the Pay.gov website, [www.Pay.gov](https://www.pay.gov). For the best experience, use Google Chrome or Microsoft Edge.

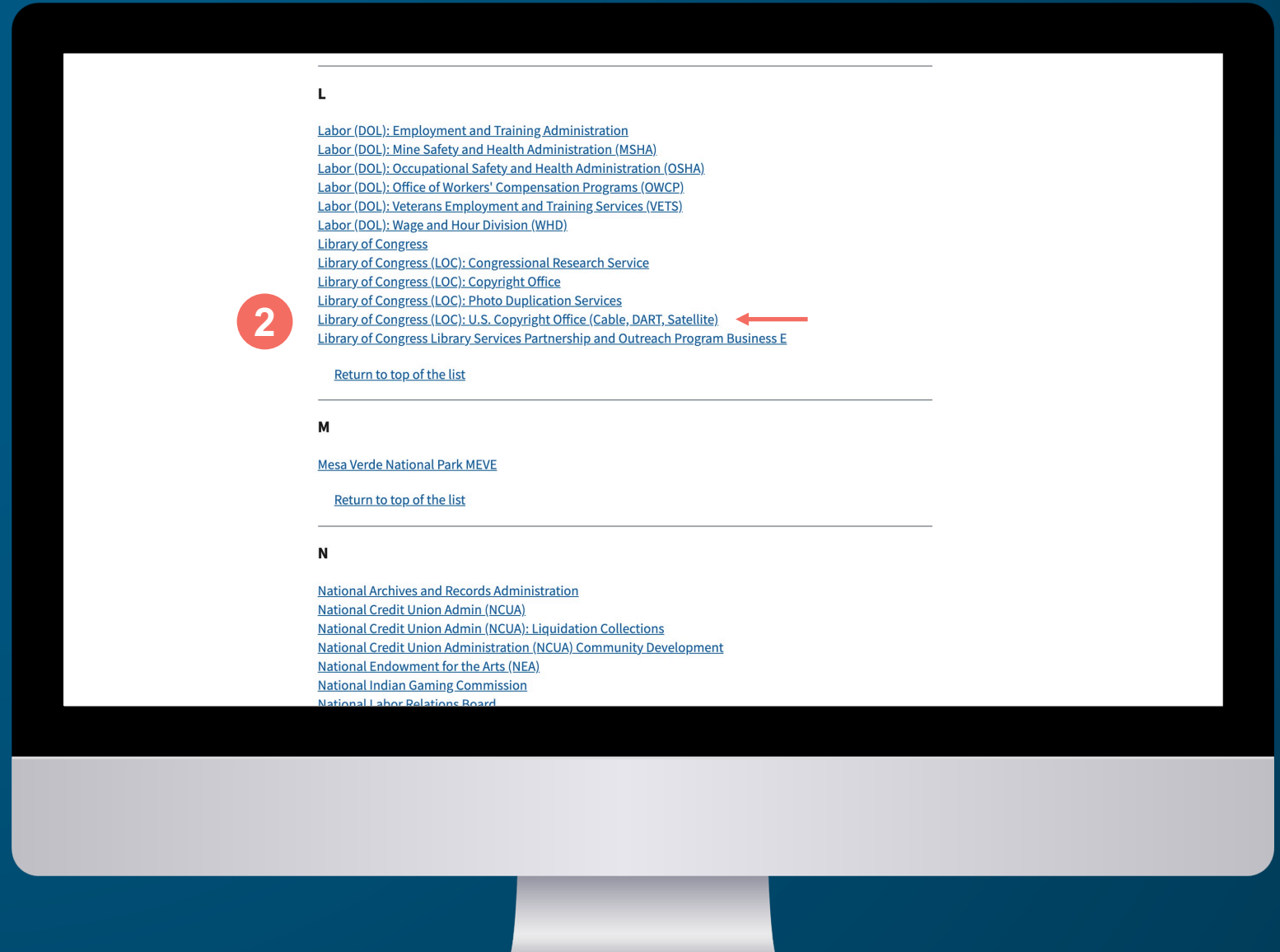
**1** Click on *Find an Agency*.



# COMPLETING THE EFT PROCESS USING PAY.GOV



- 2 Click on *Library of Congress (LOC): U.S. Copyright Office (Cable, DART, Satellite)*.



# COMPLETING THE EFT PROCESS USING PAY.GOV

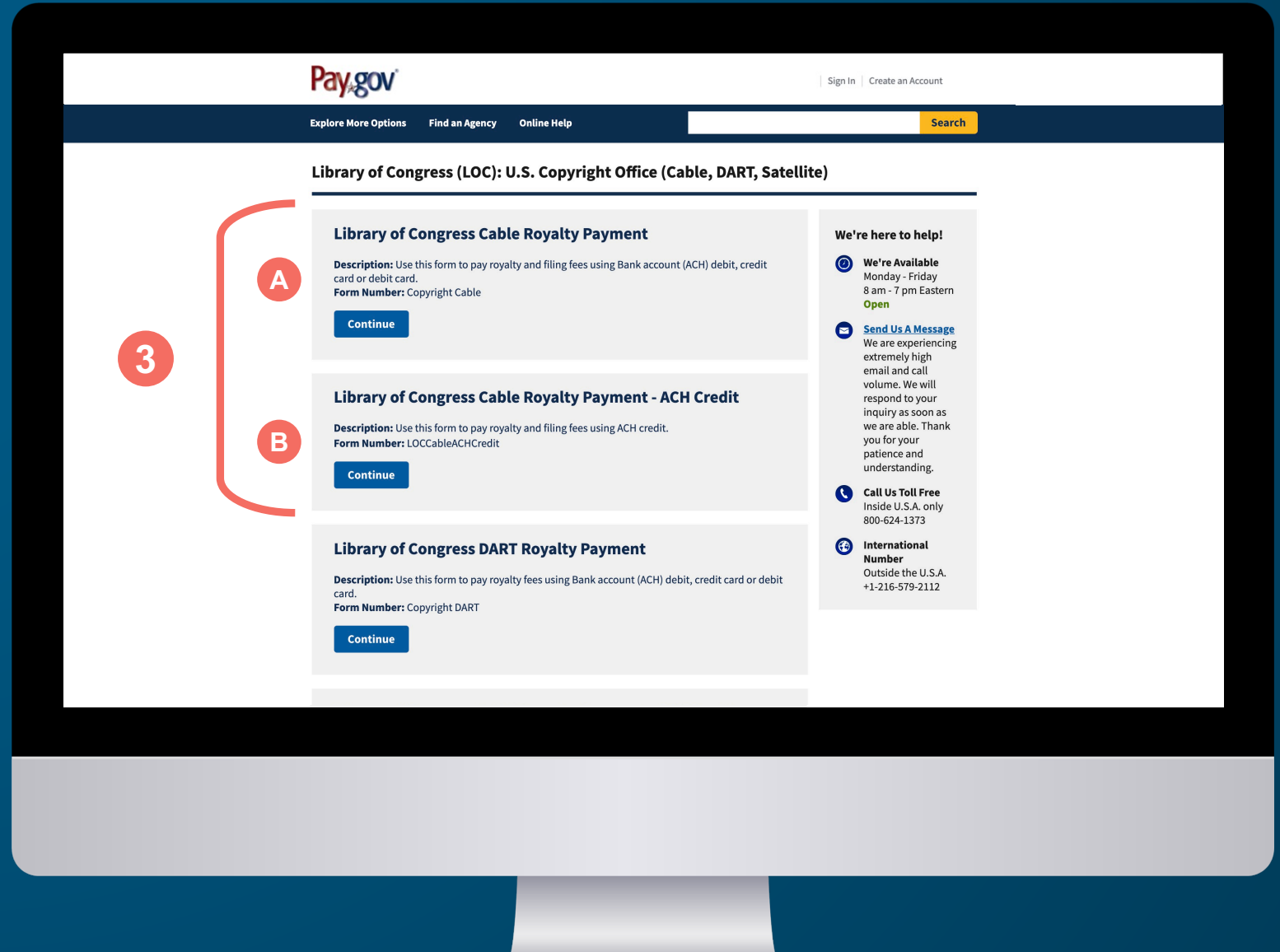


3 Each type of royalty payment has two options depending on method of payment:

- A. Credit card, debit card, or ACH debit
- B. ACH credit

Select the type of royalty payment and method of payment. For example,

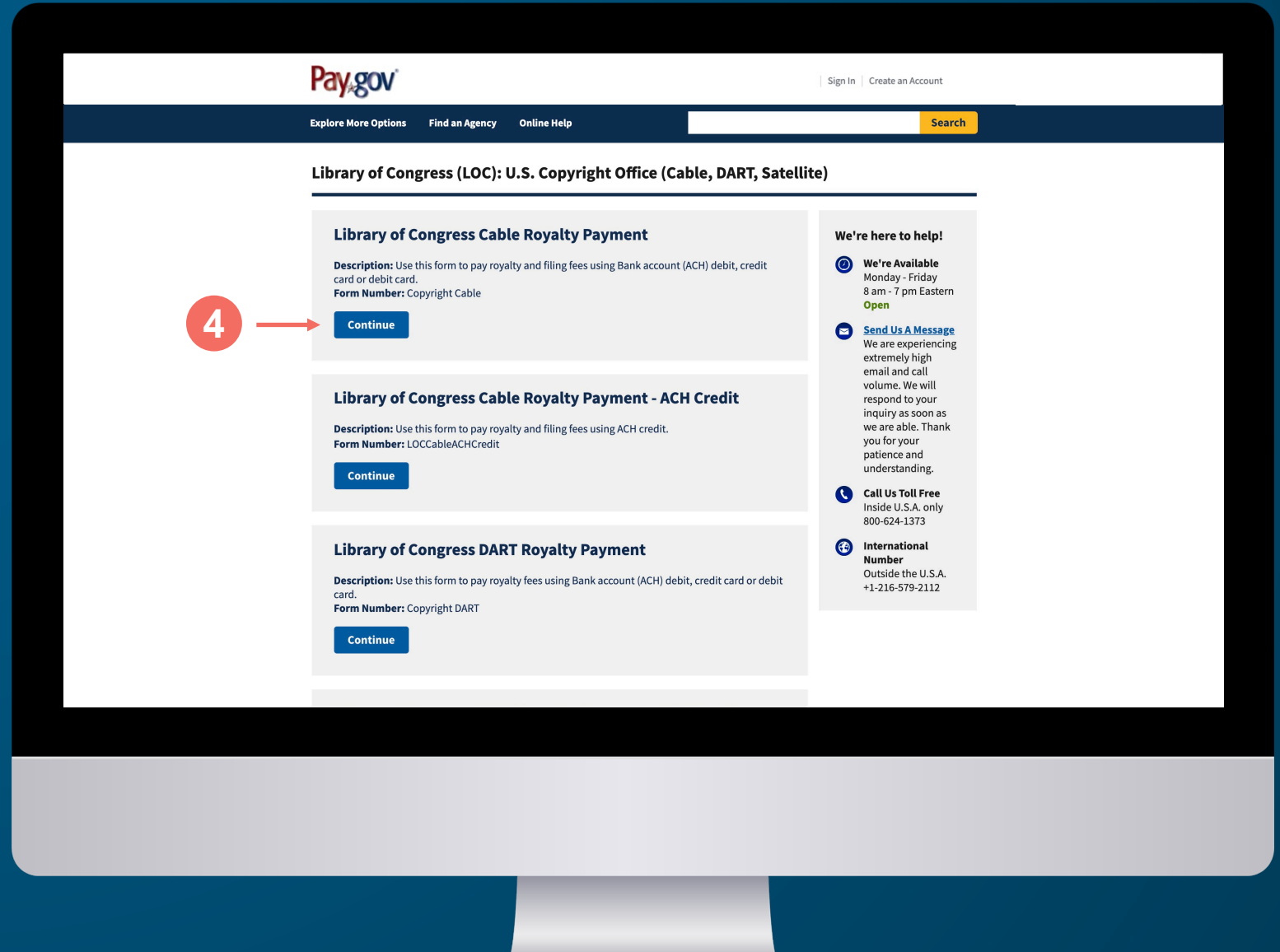
- A. *Library of Congress Cable Royalty Payment* (credit card, debit card, or ACH debit), OR
- B. *Library of Congress Cable Royalty Payment – ACH Credit*



# COMPLETING THE EFT PROCESS USING PAY.GOV



## 4 Click *Continue*.



# COMPLETING THE EFT PROCESS USING PAY.GOV



5 Click *Preview Form* to preview.

6 Click *Continue to the Form*.

**Note:** For Satellite Royalty Payment Form example **see page 18**.

For DART Royalty Payment Form example **see page 21**.

Pay.gov | Sign In | Create an Account

Explore More Options Find an Agency Online Help Search

### Library of Congress Cable Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

**About this form**  
Use this form to pay royalty and filing fees using Bank account (ACH) debit, credit card or debit card.

**Accepted Payment Methods:**

- Bank account (ACH)
- Debit or credit card

**With an account you can:**

- See the payments you made since you created an account.
- Store payment information so you don't have to re-enter it.
- Copy a form you already submitted the next time you need to make a payment.

To take advantage of these benefits, you can [Sign In](#) or [Create an Account](#). To continue as a guest user, click the 'Continue to the Form' button.

5 [Preview Form](#) [Cancel](#) [Continue to the Form](#) 6

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

We're here to help! +

# COMPLETE AGENCY FORM (*CABLE*)



## Library of Congress Cable Royalty Payment Form

**Cable companies** should follow the instructions on the Pay.gov form, which will request summary information by accounting year and period for all submitted statements of account.

**1** Enter company information.

Click *Next*.

A screenshot of a web browser displaying the "Library of Congress Cable Royalty Payment" form. The form is titled "Library of Congress Cable Royalty Payment" and has a progress bar at the top with five steps: "Before You Begin", "Complete Agency Form", "Enter Payment Info", "Review & Submit", and "Confirmation". The "Complete Agency Form" step is currently active. Below the progress bar, the form is labeled "1 of 3 Company Information". The form includes the United States Copyright Office logo and the text "United States Copyright Office Pay Royalties for Cable". A note states: "Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission." There is a link for "Filing Instructions". A red circle with the number "1" is overlaid on the form, pointing to the "Remitter's (Company) Name" field. The form contains several required fields marked with an asterisk: "Remitter's (Company) Name", "Address", "City", "State/Country", "Postal Code", "Contact Name", "Phone Number", "Email Address", and "Legal Name". There is a "Next" button at the bottom of the form. A footer at the bottom of the page says "We're here to help!" with a plus sign icon.



# COMPLETE AGENCY FORM (CABLE)



2 Enter the following summary information by accounting year and period for all submitted statements of account:

- Accounting year and period
- Any system identification number and corresponding first community served (city, state)
- Totals for each type of filing fee
- Total for royalty fee and interest (if applicable)
- Total amendment fee (if applicable)

The screenshot shows the 'Library of Congress Cable Royalty Payment' form, specifically the 'Fee Information' step (step 2 of 5). The form is titled 'United States Copyright Office Pay Royalties for Cable'. It includes a progress bar at the top with steps: 1. Before You Begin, 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. The 'Fee Information' section contains a 'NOTE' about the Cable ID # (Filing #) and a 'Required Field' section. The 'Required Field' section includes a table for filing fees and a 'Total Amount' field. The table has columns for 'Year', 'Period', 'ID # (Filing #)', 'First Community Served (City, State)', 'Total SA-1 Filing Fee', 'Total SA-2 Filing Fee', 'Total SA-3 Filing Fee', 'Royalty & Interest (if applicable)', 'Amendment Fee (if applicable)', and 'Total Amount'. The 'Total Amount' field is currently set to '\$0.00'. There are buttons for 'Add Another', 'Previous', 'Next', and 'View PDF'. A 'We're here to help!' link is at the bottom.

Library of Congress Cable Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

2 of 3 Fee Information

United States Copyright Office  
Pay Royalties for Cable

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

\* Required Field

**NOTE:** The Cable ID # (Filing #) is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or [licensing@copyright.gov](mailto:licensing@copyright.gov).

In the table below, please provide a summary of your filings, per accounting year and period, including any ID # (Filing #) and the corresponding First Community Served (City, State), totals for each type of filing fee, total royalty and interest (if applicable), and total amendment fee (if applicable).

In addition, remitters must upload a CSV file with the total allocation of fees for each system ID # (Filing #), using the appropriate Excel template provided by the Copyright Office. The CSV file must contain the following information for each submitted statement: Year, Period, ID # (Filing #), First Community Served (City, State), Filing Fee, Royalty and interest (if applicable), Amendment Fee (if applicable), and Total Amount. Please complete the Excel template provided by the Copyright Office and save your file in a CSV format before uploading. You can download the Excel template and access detailed instructions by clicking the following link to the Excel template.

[Download Excel Template](#)

**Line 1:**

Year \*

Period \*

ID # (Filing #) \*

First Community Served (City, State) \*

Total SA-1 Filing Fee

Total SA-2 Filing Fee

Total SA-3 Filing Fee

Royalty & Interest (if applicable)

Amendment Fee (if applicable)

Total Amount

\$0.00

[Add Another](#)

[Previous](#) [Next](#)

[View PDF](#)

[We're here to help!](#)

# COMPLETE AGENCY FORM (*CABLE*)



**Cable companies** must *also* create and upload a remittance advice form to Pay.gov using the appropriate Excel spreadsheet template provided by the Office.

**3** Download the Excel template by clicking *Download Excel Template* link.

The screenshot shows the 'Library of Congress Cable Royalty Payment' form, specifically the 'Fee Information' step (3 of 5). The form is titled 'United States Copyright Office Pay Royalties for Cable'. It includes a progress bar at the top with steps: 1. Before You Begin, 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. The current step is 'Enter Payment Info'. The form contains several sections: 'Filing Instructions' with a note about the Cable ID # (Filing #) and a link to 'Filing Instructions'; a 'NOTE' about the Cable ID #; a 'Download Excel Template' link; and a table for entering fee information. The table has columns for 'Line 1: Year', 'Period', 'ID # (Filing #)', 'First Community Served (City, State)', 'Total SA-1 Filing Fee', 'Total SA-2 Filing Fee', 'Total SA-3 Filing Fee', 'Royalty & Interest (if applicable)', 'Amendment Fee (if applicable)', and 'Total Amount'. There are input fields for each of these items. At the bottom, there are buttons for 'Previous', 'Next', and 'View PDF', and a footer that says 'We're here to help!'.

Library of Congress Cable Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

3 of 3 Fee Information

United States Copyright Office  
Pay Royalties for Cable

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

\* Required Field

**NOTE:** The Cable ID # (Filing #) is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or [licensing@copyright.gov](mailto:licensing@copyright.gov).

In the table below, please provide a summary of your filings, per accounting year and period, including any ID # (Filing #) and the corresponding First Community Served (City, State), totals for each type of filing fee, total royalty and interest (if applicable), and total amendment fee (if applicable).

In addition, remitters must upload a CSV file with the total allocation of fees for each system ID # (Filing #), using the appropriate Excel template provided by the Copyright Office. The CSV file must contain the following information for each submitted statement: Year, Period, ID # (Filing #), First Community Served (City, State), Filing Fee, Royalty and interest (if applicable), Amendment Fee (if applicable), and Total Amount. Please complete the Excel template provided by the Copyright Office and save your file in a CSV format before uploading. You can download the Excel template and access detailed instructions by clicking the following link to the Excel template.

[Download Excel Template](#)

<b>Line 1:</b>								
Year *								
<input type="text"/>								
Period *								
<input type="text"/>								
ID # (Filing #) *			First Community Served (City, State) *					
<input type="text"/>			<input type="text"/>					
Total SA-1 Filing Fee			Total SA-2 Filing Fee			Total SA-3 Filing Fee		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
Royalty & Interest			Amendment Fee			Total Amount		
(if applicable)			(if applicable)			\$0.00		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
<a href="#">+ Add Another</a>								

[Previous](#) [Next](#)

[View PDF](#)

We're here to help! [+](#)

Enter the following information for each submitted statement of account:

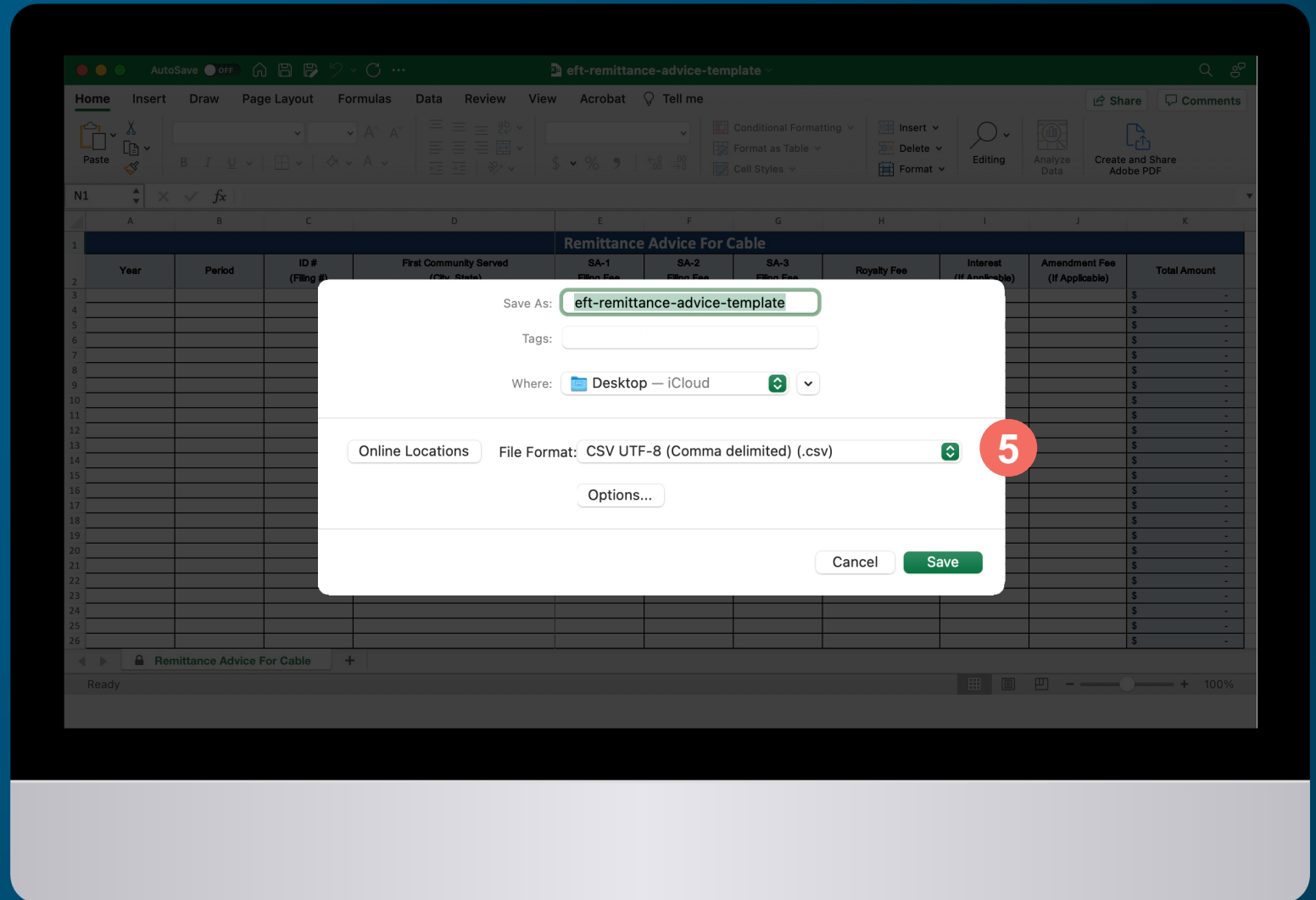
- Filing year
- Filing period
- System identification number
- First community served (city, state)
- Filing fee and amendment fee (if applicable)
- Royalty fee
- Interest (if applicable)

[illegible]

## COMPLETE AGENCY FORM (*CABLE*)



- 5 Save the template as a CSV (comma delimited, .csv) file to your computer. You will upload the file to Pay.gov after completing the form.



# COMPLETE AGENCY FORM (CABLE)



6 Click *Next*.



# COMPLETE AGENCY FORM (CABLE)

**7** Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

Click *Continue*.

Cancel

Library of Congress Cable Royalty Payment

2

1

3

4

5

Before You Begin


Complete Agency Form

Enter Payment Info

Review & Submit

Confirmation

of 3 Totals



United States Copyright Office  
Pay Royalties for Cable

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

\* Required Field

Table

	Count	Amount
Form Type SA-1 Filing Fee Total	0	\$0.00
Form Type SA-2 Filing Fee Total	0	\$0.00
Form Type SA-3 Filing Fee Total	0	\$0.00
Royalty & Interest Amount Total		\$0.00
Amendment Fee Total	0	\$0.00
Total Payment Amount		\$0.00

**7**

Previous

Continue

View PDF

We're here to help!





# COMPLETE AGENCY FORM (CABLE)

8 Click *Attach* and select the CSV file you saved to your computer.

9 Click *Next*.

To continue to the next step, go to **page 24**.

Library of Congress Cable Royalty Payment

Before You Begin Complete Agency Form Enter Payment Info Review & Submit Confirmation

**Add Attachment**  
This form is configured to allow one file attachment. Please browse and attach a file. The file must have a file extension of CSV and cannot exceed a size of 15MB.

8

9

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# COMPLETE AGENCY FORM (*SATELLITE*)



## Library of Congress Satellite Royalty Payment Form

**Satellite Companies** should follow the instructions on the form, which will request information for each submitted statement of account.

**1** Enter company information.

Click *Next*.

The screenshot shows the 'Library of Congress Satellite Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin (checked), 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form is titled '1 of 3 Company Information'. The United States Copyright Office logo and name are displayed, followed by the text 'Pay Royalties for Satellite'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A link for 'Filing Instructions' is provided. A red circle with the number '1' is overlaid on the left side of the form. The form fields include: 'Remitter's (Company) Name \*', 'Address \*', 'City \*', 'State/Country \*' (with a dropdown arrow), 'Postal Code \*', 'Contact Name \*', 'Phone Number \*', 'Email Address \*', and 'Legal Name \*'. A note below the 'Legal Name' field says '(See Space B of Statement of Account)'. At the bottom, there are 'Next' and 'View PDF' buttons.

# COMPLETE AGENCY FORM *(SATELLITE)*



**2** Enter the following information for each submitted statement of account:

- Filing year and period
- Identification number
- Filing fee
- Total royalty fee and interest (if applicable)
- Amendment fee (if applicable)

Click *Next*.

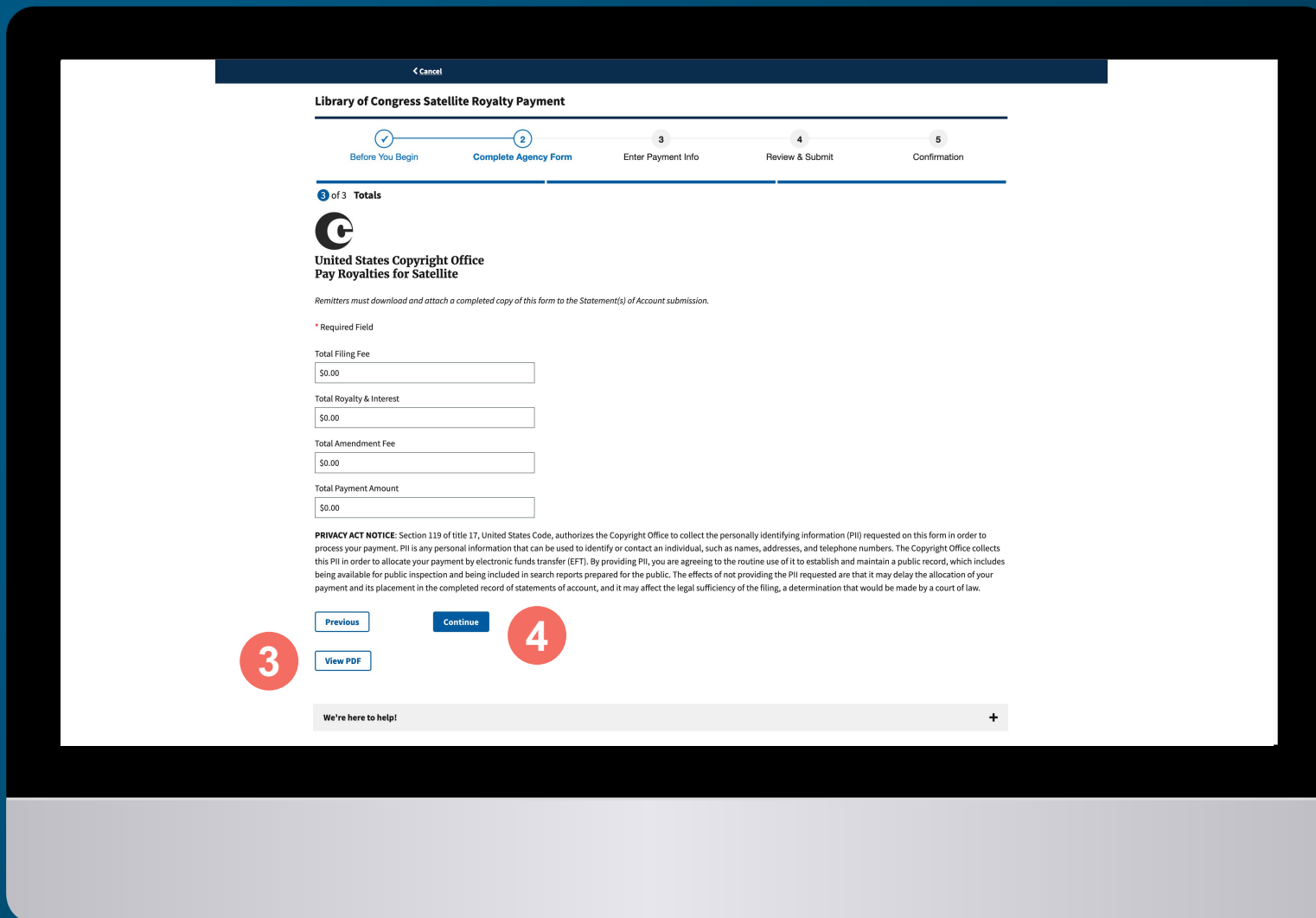
The screenshot shows the 'Library of Congress Satellite Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin, 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the heading '2 of 3 Fee Information' is displayed. The United States Copyright Office logo and name are shown, followed by the text 'Pay Royalties for Satellite'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' Below this, a red asterisk indicates a 'Required Field'. A 'NOTE' explains the Satellite ID # and provides contact information for the Licensing Division. The main form area is titled 'Line 1:' and contains several input fields: 'Year', 'Period \*', 'ID # \*', 'Filing Fee \*', 'Royalty & Interest (if applicable)', 'Amendment Fee (if applicable)', and 'Total Amount'. The 'Total Amount' field is pre-filled with '\$0.00'. Below the input fields is a blue button labeled '+ Add Another'. At the bottom of the form are three buttons: 'Previous', 'Next', and 'View PDF'. A footer bar at the very bottom says 'We're here to help!' with a plus icon.

## COMPLETE AGENCY FORM (*SATELLITE*)

**3** Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

**4** Click *Continue*.

To continue to the next step, go to **page 24**.



The screenshot displays the 'Library of Congress Satellite Royalty Payment' form, specifically the 'Totals' section (Step 3 of 3). The form is titled 'United States Copyright Office Pay Royalties for Satellite'. It includes a progress bar at the top with five steps: 'Before You Begin' (Step 1), 'Complete Agency Form' (Step 2, current step), 'Enter Payment Info' (Step 3), 'Review & Submit' (Step 4), and 'Confirmation' (Step 5). The 'Totals' section lists four required fields, each with a text input box showing '\$0.00': 'Total Filing Fee', 'Total Royalty & Interest', 'Total Amendment Fee', and 'Total Payment Amount'. Below these fields is a 'PRIVACY ACT NOTICE' paragraph. At the bottom of the form, there are four buttons: 'Previous', 'Continue' (highlighted with a red circle and the number 4), 'View PDF' (highlighted with a red circle and the number 3), and a '+' button. A footer bar at the bottom says 'We're here to help!' with a '+' icon.

# COMPLETE AGENCY FORM (*DART*)



## Library of Congress DART Royalty Payment Form

DART manufacturers and importers should follow the instructions on the form, which will request the following information for each submitted statement of account.

1 Enter company information.

Click *Next*.

The screenshot shows the 'Library of Congress DART Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin (checked), 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form is titled '1 of 3 Company Information'. The United States Copyright Office logo is displayed, followed by the text 'United States Copyright Office Pay Royalties for DART'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A link for 'Filing Instructions' is provided. A red circle with the number '1' is overlaid on the left side of the form. The form contains several required fields, marked with an asterisk: 'Remitter's (Company) Name', 'Address', 'City', 'State/Country' (with a dropdown arrow), 'Postal Code', 'Contact Name', 'Phone Number', 'Email Address', and 'Legal Name'. A note below the 'Legal Name' field says '(See Space B of Statement of Account)'. At the bottom, there are two buttons: 'Next' and 'View PDF'.

# COMPLETE AGENCY FORM (*DART*)



2 Enter the following information for each submitted statement of account:

- Fiscal year
- Filing period/quarter
- Identification number
- Total royalty fee and interest (if applicable)
- Amendment fee (if applicable)

2

The screenshot shows the 'Library of Congress DART Royalty Payment' web form. At the top, a progress bar indicates five steps: 1. Before You Begin, 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the heading '2 of 3 Fee Information' is displayed. The United States Copyright Office logo and name are shown, followed by the instruction: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A note states: '\* Required Field' and 'NOTE: The DART ID # is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or [licensing@copyright.gov](mailto:licensing@copyright.gov).' The form contains several input fields: 'Fiscal Year Start' and 'Fiscal Year End' (both with MM/DD/YYYY format and calendar icons), 'Filing Period/Quarter Start' and 'Filing Period/Quarter End' (both with MM/DD/YYYY format and calendar icons), 'ID #', 'Royalty & Interest' (with '(if applicable)' below it), 'Amendment Fee' (with '(if applicable)' below it), and 'Total Amount' (pre-filled with '\$0.00'). There is an '+ Add Another' button below the input fields. At the bottom, there are 'Previous', 'Next', and 'View PDF' buttons. A footer bar says 'We're here to help!' with a plus icon.



## COMPLETE AGENCY FORM (*DART*)



**3** Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

**4** Click *Continue*.

Library of Congress DART Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

3 of 3 Totals

United States Copyright Office  
Pay Royalties for DART

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

\* Required Field

Total Royalty & Interest  
\$0.00

Total Amendment Fee  
\$0.00

Total Payment Amount  
\$0.00

**PRIVACY ACT NOTICE:** Chapter 10 of title 17, United States Code, authorizes the Copyright Office to collect the personally identifying information (PII) requested on this form in order to process your payment. PII is any personal information that can be used to identify or contact an individual, such as names, addresses, and telephone numbers. The Copyright Office collects this PII in order to identify the entities making the royalty payments. By providing your PII, you are agreeing to this routine use of it. The effects of not providing the PII requested are that it may delay processing of your statement of account and it may affect the legal sufficiency of the filing, a determination that would be made by a court of law.

Previous Continue View PDF

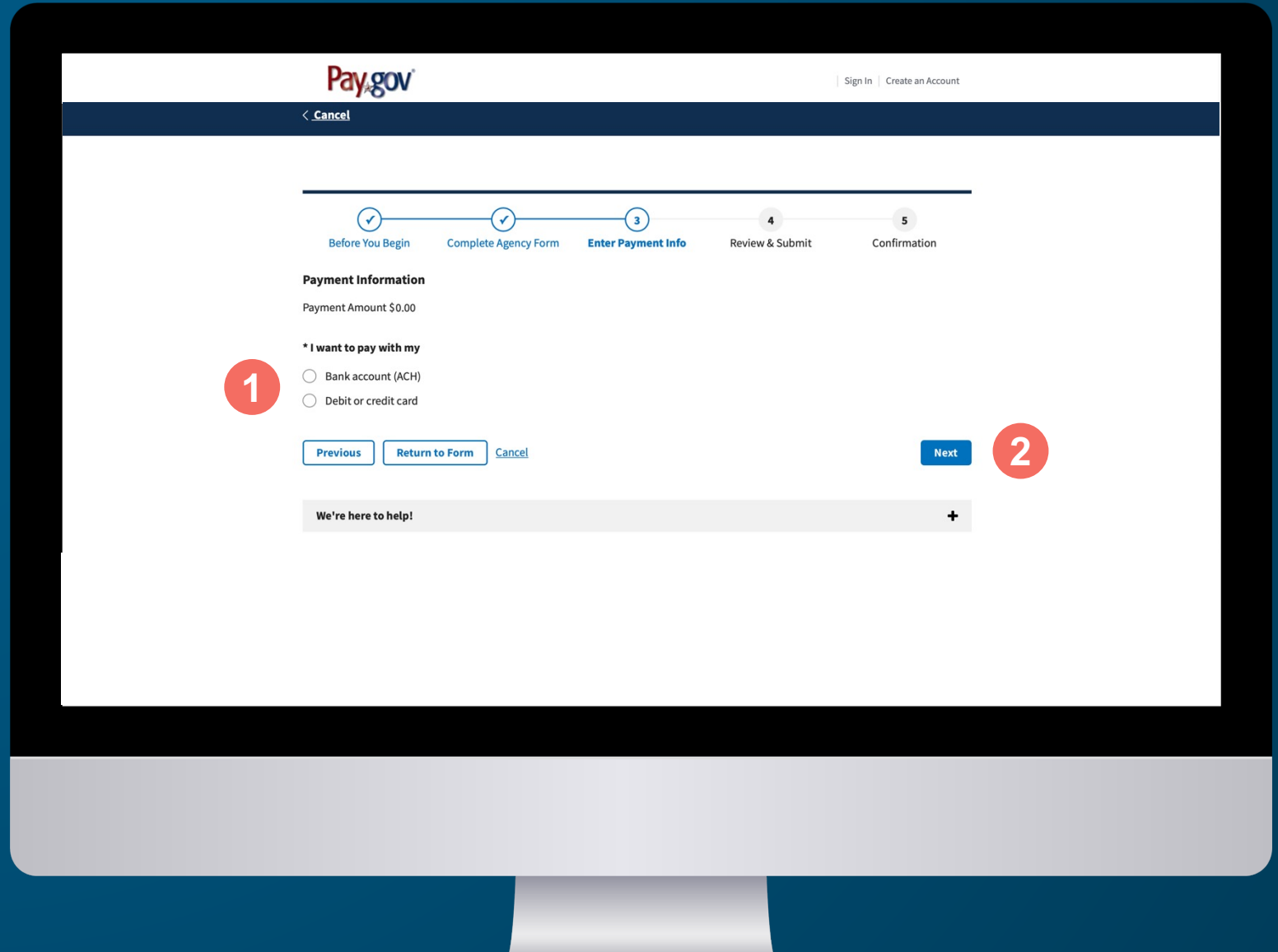
We're here to help!

## Enter Payment Information

After completing the relevant Pay.gov form and clicking *Continue*, all filers will advance to the payment page and have the ability to select a bank account (ACH transfer) or debit or credit card payment.

1 Select payment method.

2 Click *Next*.



The screenshot shows the Pay.gov 'Enter Payment Info' screen. At the top, the Pay.gov logo is on the left, and 'Sign In' and 'Create an Account' links are on the right. Below the header is a dark blue bar with a '< Cancel' link. A progress bar shows five steps: 'Before You Begin' (checked), 'Complete Agency Form' (checked), 'Enter Payment Info' (active, circled in blue), 'Review & Submit', and 'Confirmation'. Below the progress bar, the section is titled 'Payment Information' with a sub-header 'Payment Amount \$0.00'. A red circle with the number '1' is next to the heading '\* I want to pay with my'. Below this are two radio button options: 'Bank account (ACH)' and 'Debit or credit card'. At the bottom of the form area are three buttons: 'Previous', 'Return to Form', and 'Cancel'. To the right of these buttons is a blue 'Next' button, which is circled in red with the number '2'. At the very bottom of the screen is a grey bar with the text 'We're here to help!' and a plus sign icon.

# ENTER PAYMENT INFORMATION (*BANK ACCOUNT*)



## Bank Account (ACH) Payments

- 1 Confirm payment amount, payment date, and account holder's name are correct. Update the information as needed.
- 2 Select an account type from the drop-down menu.

## ENTER PAYMENT INFORMATION (*BANK ACCOUNT*)



- 3 Enter the financial institution's routing and account numbers. Confirm the account number.
- 4 To make changes to your payment information, click *Previous*. To cancel payment, click *Cancel*.
- 5 Click *Review and Submit Payment* when you are satisfied the information is correct.

A screenshot of a web form for entering payment information, displayed on a computer monitor. The form is white with a black border. It contains three input fields for routing and account numbers, each preceded by an asterisk. Below the fields are three buttons: "Previous", "Return to Form", and "Cancel". To the right of these buttons is a blue button labeled "Review and Submit Payment". At the bottom of the form is a grey bar with the text "We're here to help!" and a plus sign. Red circles with numbers 3, 4, and 5 are overlaid on the form to indicate the steps: 3 points to the input fields, 4 points to the navigation buttons, and 5 points to the "Review and Submit Payment" button.

\* Routing Number

\* Account Number

\* Confirm Account Number

[Previous](#) [Return to Form](#) [Cancel](#) [Review and Submit Payment](#)

We're here to help! +

## ENTER PAYMENT INFORMATION (*DEBIT AND CREDIT CARD*)



### Debit and Credit Card Payments

- 1 Confirm that the payment amount and cardholder's name are correct. Update the information as needed.
- 2 Enter the billing address.

The image shows a computer monitor displaying the Pay.gov payment information form. The form is titled "Pay.gov" and has a "Sign In" and "Create an Account" link in the top right corner. A "Cancel" button is in the top left. A progress bar at the top shows five steps: "Before You Begin", "Complete Agency Form", "Enter Payment Info" (current step), "Review & Submit", and "Confirmation". Below the progress bar, a note states: "Please provide the payment information below. Required fields are marked with an \*". The form fields are: "\* Payment Amount" (text box with "\$0.00"), "\* Cardholder Name" (text box), "\* Cardholder Billing Address" (text box), "Billing Address 2" (text box), "City" (text box), and "\* Country" (dropdown menu with "United States" selected). Red circles with numbers 1 and 2 are overlaid on the form, corresponding to the instructions on the left. The number 1 is next to the Payment Amount and Cardholder Name fields, and the number 2 is next to the Cardholder Billing Address field.

## ENTER PAYMENT INFORMATION (*DEBIT AND CREDIT CARD*)



- 3 Enter the debit or credit card information.

**NOTE:** The daily maximum limit for credit card transactions is \$24,999.99 per card. There is no limit for debit cards.

- 4 To make changes to your payment information, click *Previous*. To cancel payment, click *Cancel*.

- 5 Click *Review and Submit Payment* when you are satisfied the information is correct.

A screenshot of a payment information form displayed on a computer monitor. The form is white with black text and includes several input fields and buttons. A red circle with the number 3 is placed over the Card Number field. A red circle with the number 4 is placed over the Previous button. A red circle with the number 5 is placed over the Review and Submit Payment button. The form includes fields for State/Province, ZIP/Postal Code, Card Number, Expiration Date, and Security Code. It also features a row of payment logos (VISA, MasterCard, AMEX, Discover, JCB, UnionPay) and a 'What's this?' link. At the bottom, there is a 'We're here to help!' section with a plus sign icon.

\* State/Province  
Select State/Province

\* ZIP/Postal Code

\* Card Number

VISA MasterCard AMEX Discover JCB UnionPay

\* Expiration Date  
Select ... Select ...

Security Code

[What's this?](#)

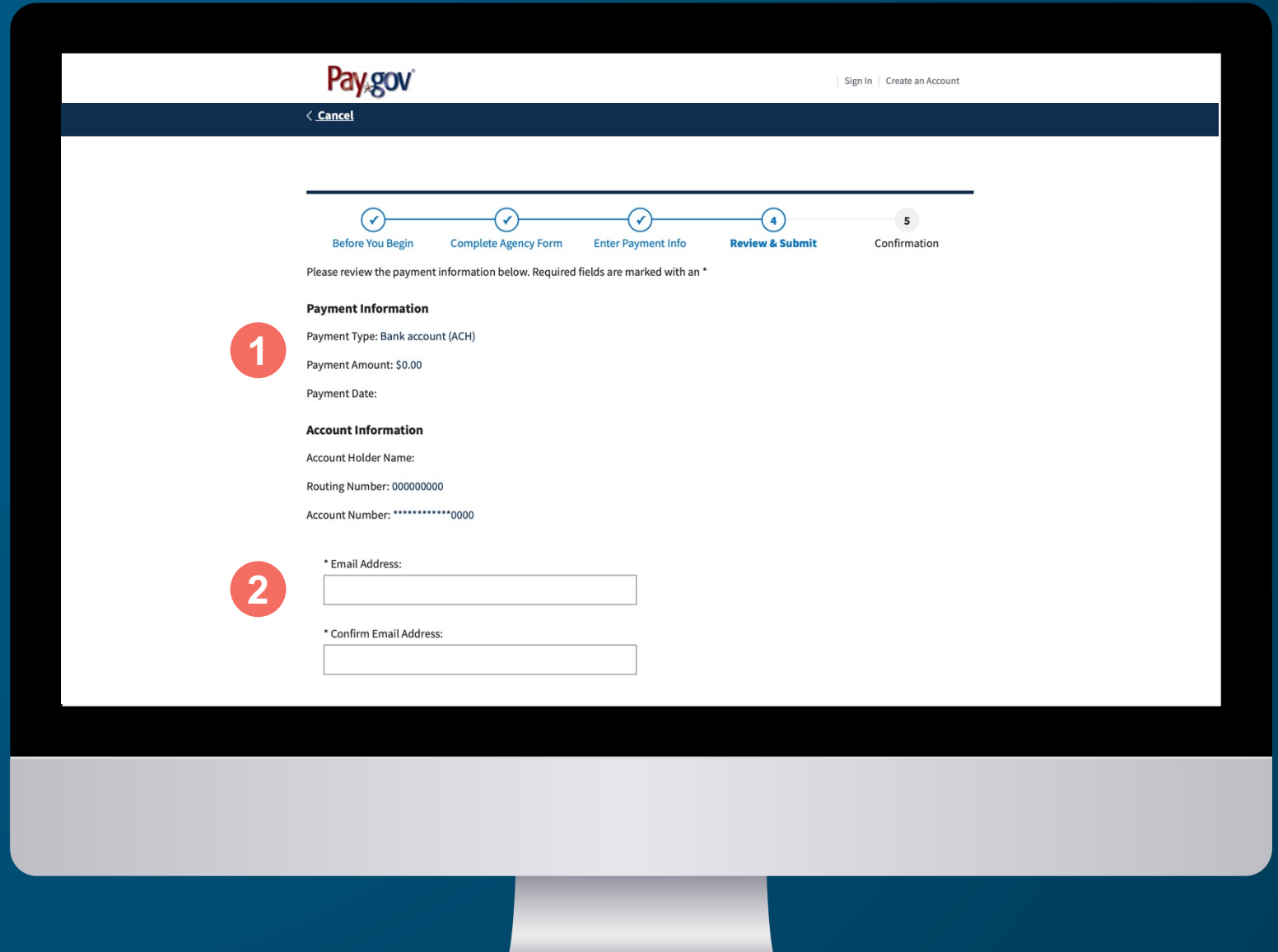
[Previous](#) [Return to Form](#) [Cancel](#) [Review and Submit Payment](#)

We're here to help! +



## Payment Authorization

- 1 On the summary page, confirm the payment and account information is correct.
- 2 To receive an email confirmation upon completion of the transaction, check the box and provide an email address.



The screenshot displays the Pay.gov payment authorization summary page. At the top, the Pay.gov logo is on the left, and 'Sign In' and 'Create an Account' links are on the right. Below the header is a dark blue bar with a '< Cancel' link. A progress bar shows five steps: 'Before You Begin', 'Complete Agency Form', 'Enter Payment Info', 'Review & Submit' (the current step, marked with a blue circle and number 4), and 'Confirmation' (marked with a grey circle and number 5). Below the progress bar, a message reads: 'Please review the payment information below. Required fields are marked with an \*'. The form is divided into two sections: 'Payment Information' and 'Account Information'. The 'Payment Information' section includes a red circle with the number 1 next to the following fields: 'Payment Type: Bank account (ACH)', 'Payment Amount: \$0.00', and 'Payment Date:'. The 'Account Information' section includes the following fields: 'Account Holder Name:', 'Routing Number: 000000000', and 'Account Number: \*\*\*\*\*0000'. Below these sections, a red circle with the number 2 is next to two email address fields: '\* Email Address:' and '\* Confirm Email Address:'. Both email fields are empty text input boxes.

# PAYMENT AUTHORIZATION



- 3 Read the Authorization and Disclosure Statement.
- 4 If you agree, click *I Agree*.
- 5 To make changes, click *Previous*.
- 6 To complete the transaction, click *Submit Payment*.

The screenshot shows the Pay.gov Payment Authorization form. At the top, there is a "CC:" field with a placeholder text: "You may enter multiple email addresses in this field. Separate email addresses with a comma." Below this is the "Authorization and Disclosure Statement" section, which contains the following text: "Authorization and Disclosure--Consumers and Businesses The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by 'Pay.gov,' which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, 'we' or 'us' refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. 'You' refers to the user." Below the statement is a checkbox labeled "I agree to the Pay.gov authorization and disclosure statement". At the bottom, there are three buttons: "Previous", "Return to Form", and "Cancel". To the right of these buttons is a blue button labeled "Submit Payment". At the very bottom, there is a footer that says "We're here to help!" with a plus sign icon.

CC:

You may enter multiple email addresses in this field. Separate email addresses with a comma.

**Authorization and Disclosure Statement**

Authorization and Disclosure--Consumers and Businesses  
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the user.

[Printable version](#)

☐ \* I agree to the Pay.gov authorization and disclosure statement

[Previous](#) [Return to Form](#) [Cancel](#) [Submit Payment](#)

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# CONFIRMATION

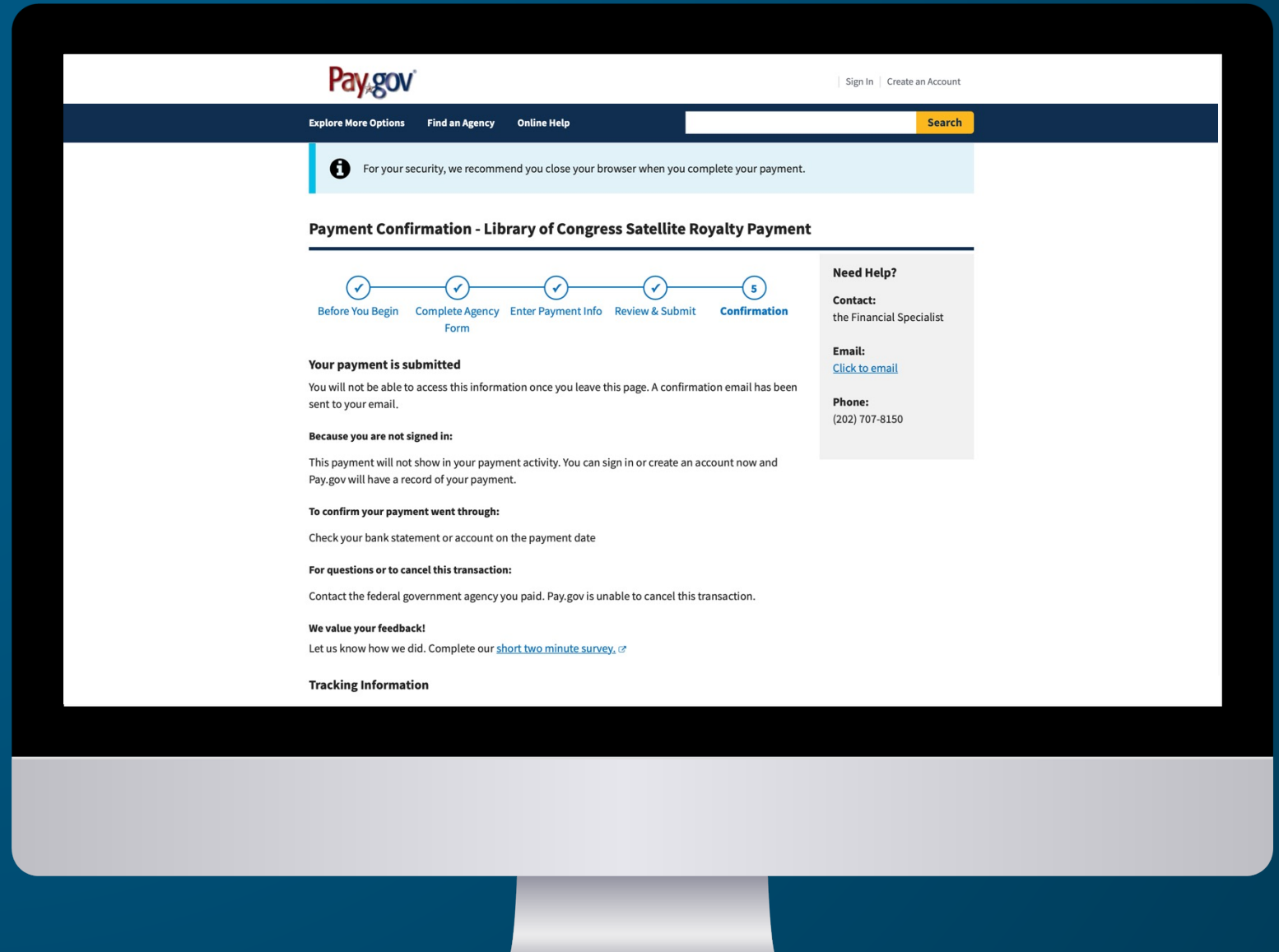


On the Payment Confirmation page, print or save a copy of your receipt. If you checked the box on the Payment Authorization page, you will receive a confirmation receipt via email.

You must notify the Licensing Division of your payment. To do so, send a copy of the Payment Confirmation page receipt and remittance advice form to the division by email or fax.

Email: [licfiscal@copyright.gov](mailto:licfiscal@copyright.gov)

Fax: (202) 707-0905



# Important Information

EFTs received after the filing deadline are subject to an interest assessment. Pay.gov EFTs must be transmitted by 3:00 p.m. eastern time on one banking day to settle on the next banking day.

Failure to follow these instructions may result in return of fees to the remitter's account.

The U.S. Copyright Office, Library of Congress, is an agency of the United States government and is exempt from backup withholding.  
Taxpayer identification number: 53-6002532.

**Interest Rate Tables:** <https://www.copyright.gov/licensing/interest-rate.pdf>

# Contact Us

For more information about payments via Pay.gov, contact the licensing section.

**Email:**

**[licfiscal@copyright.gov](mailto:licfiscal@copyright.gov)** (for payment information only)

**[licensing@copyright.gov](mailto:licensing@copyright.gov)** (for other licensing-related inquiries)

**Telephone:** (202) 707-8150, 8:30 a.m. to 5:00 p.m. eastern time

**Fax:** (202) 707-0905

**Mail:**

Library of Congress

Copyright Office-LD

101 Independence Avenue SE

Washington, DC 20557-6400

**Website:** **[copyright.gov/licensing](https://copyright.gov/licensing)**